

## **Athletic Field Tournament Policy** **St Charles Parks and Recreation Board**

The fees charged for use of St. Charles Parks and Recreation Athletic Fields for Tournaments will recover costs associated with preparation and use of the fields for Tournaments. The policy also sets a standard of expectation for Tournament Participants and Visitors which is consistent with the level of service expected from our parks system as a whole. These fees will be applied directly to the labor, materials and equipment used to maintain and improve the athletic fields and surrounding park area.

The Tournament Organization and Tournament Director shall be responsible for application, payment of all fees and damages, enforcement of all rules, regulations and ordinances, assuring that all activities are properly controlled, assuring that a designated person(s) of authority is on site at all time, and for such other requirements listed in these rules.

**1. Field Availability**

Fields will be available for tournaments from April 1 to October 31 annually. Minor calendar adjustments may be considered depending on the days of the week which April 1 and October 31 occur. Special requests not within the time frame may be considered.

**2. Modifications**

The Parks and Recreation Board reserve the right to modify or waive any policy or fee as it deems necessary and in the best interest of the City.

**3. Reservation Priorities**

The following priorities have been established to ensure fair distribution of facilities:

- a. City of St Charles Parks and Recreation Programs
- b. Returning Organizations/Users in good standing
- c. New Requests

**4. Reservation Procedures**

- A. Returning tournaments must have applications filed with the deposit by the last working day of January to have the same tournament date(s) reviewed for consideration for the New Year.
- B. Requests for Tournaments must be submitted to the Department a minimum of 90 days in advance of the event.
- C. Requests shall be in writing on the appropriate Tournament Application Form with the following information:
  - 1) Name of the Tournament Organization
  - 2) Name of the Tournament Director with contact information
  - 3) Sanctioning Organization
  - 4) Requested start date, end date, times, make-up/rain dates and number of fields

- 5) Anticipated number of teams with age groups
  - 6) Tournament costs, team fees and team guarantees
  - 7) List of sponsors and co-sponsors
  - 8) Field, pitching rubber and base line dimensions
  - 9) Any special needs/requests pertaining to the fields
  - 10) Not-for-profit Status
  - 11) Vendors
- D. Park Staff will determine if a meeting is necessary prior to tournaments.
  - E. Incomplete requests received could result in the request being denied. If two or more organizations request the same time, date, fields, the outlined priority list will apply.
  - F. Tournament schedules must be submitted to Parks no less than 5 days prior to the tournament date.
  - G. Field layout requests must be submitted to Parks no less than 14 days prior to the tournament date.
  - H. Certificate of Insurance as determined by the St. Charles Parks and Recreation Board naming the City of St Charles as additional insured must be provided 10 days prior to the event.

Confirmation of approved tournament dates will be mailed with a receipt of deposit paid.

## 5. **Inclement Weather**

The Parks and Recreation Board reserves the right to postpone, cancel or delay activity within the Parks. The decision to start or continue a tournament rests solely with the Parks and Recreation Boards' Staff designee.

## 6. **Deposit/Damages/Cancellation/Refunds**

- A. The required Deposit is based on the number of fields reserved.
- B. Any portion of the deposit not used will be refunded or applied towards the balance of fees due. The Parks and Recreation Board has the sole right to determine whether there has been any damage or misuse of City Property.
- C. The use of the facility for a purpose other than the purposes approved on the Tournament application may result in assessment of additional fees and/or damages, and may result in cancellation of the remainder of the Tournament and/or future use of the facilities.
- D. The facility will be left in a clean and neat condition. If it is necessary for Park Staff to provide cleaning services following a Tournament, additional fees may be charged.

- E. The following cancellation fee will apply to Organizations canceling a tournament:
- |  |                         |
|--|-------------------------|
| More than 60 days prior to the Tournament: | Refund full deposit     |
| 8 to 60 days prior to the Tournament:      | 60% of deposit refunded |
| 7 days or less prior to the Tournament:    | Full Deposit Forfeited  |

For the following calendar year, the organization does not receive the first right of refusal of the same date. If the canceled date can be rented by another organization, the full deposit will be refunded and the first right of refusal becomes that of the new renter.

- F. If the Tournament is canceled by Parks Staff prior to games played, field preparation fees will be applied. If play is shortened by inclement weather, field preparation fees and games played will be applied.
- G. Failure to comply with the Athletic Field Tournament Policy may result in the cancellation of reservation(s), forfeiture of all fees/deposits and forfeiture of the right to use St. Charles Parks and Recreation Athletic Fields in the future. Permits are revocable at any time for violation of the Policy or City Ordinances.

## 7. Use Regulations

- A. The Tournament reservation is for the designated field(s) only. Use of the field/facility is limited to the activity specified on the permit. If field(s) is utilized for a purpose not designated on the approved permit, charges will be assessed for usage.
- B. Unless specifically stated on the permit, it is understood that the Tournament is not a fundraiser, and that no admission/parking/gate fee is to be charged. Groups conducting fundraising events must possess not for profit status and Tax Exemption Letter. Copies of all documents must be filed with the tournament request.
- C. All tents, awnings, canopies and temporary structures must have prior approval.
- D. The sale of t-shirts, hats, photographers and other novelties must have prior approval and is subject to a vendor fee. Vendors must obtain proper license from the City of St Charles.
- E. At the discretion of the Parks and Recreation Board, security personnel may be required at the cost of the Tournament Organization and/or Director.
- F. Fences may not be used for soft toss.
- G. Golf carts and/or utility carts are not allowed without prior approval in writing. Drivers must possess a valid driver's license.
- H. Vehicles may not be driven or parked on turf surfaces, sidewalks, service drives or emergency zones. Only parking lots may be used for loading and unloading.
- I. Apparatus or equipment may not be located on the fields unless the use and location of such equipment has received prior approval.

- J. Amusement rides, games, booths, bands, DJ's, etc... are not allowed without prior approval in writing.
- K. Unless the Parks and Recreation Board Designee gives written permission, food concession sales and food/drink give-a-ways are the sole and exclusive right of the Parks and Recreation Board.
- L. Only Parks and Recreation Staff are allowed to prepare the fields unless approved in advance in writing. If prior approval is obtained, preparation will be limited to hand tools only.
- M. The Parks and Recreation Board may revoke any permit granted if it is determined that the application for the permit contained any misrepresentation or false statement, or that any condition set forth in the policies are not being complied with, or that the safety of the participants in the activities of the applicant or other patrons/visitors is endangered by the continuation of the event.

**8. Loading and Unloading**

Vendors, tournament organizers, etc... using vehicles to transport supplies must have vehicles removed from the pedestrian areas at least two hours prior to the start of a tournament. Likewise, vehicles removing items may not be in pedestrian areas until 30 minutes after the end of the tournament.

**Athletic Field Tournament Fees**

There are three types of fees that will apply to Tournaments. Basic Fees include initial field preparations; Additional Fees include services required for the Tournament; and Optional Services Fees include items that can be included if so desired.

**Basic Fee Structure**

Fees are based on field set-up and preparation for the tournament and a portion of the yearly maintenance costs associated with the care and maintenance of the fields.

**1. Softball/Baseball Field Rental**

Deposits are required at the time the application is received. All other applicable fees are due 30 days after the completion of the tournament and an invoice is submitted to the organization. Rental fee includes initial field preparation, including dragging, pitching area, home plate and bases. This will include up to three bags of drying agent per field for inclement weather.

**2. Football Field Rental**

Deposits are required at the time the application is received. All other applicable fees are due 30 days after the completion of the tournament and an invoice is submitted to the organization. Rental fee includes initial field preparation and goals.

**3. Soccer Field Rental**

Deposits are required at the time the application is received. All other applicable fees are due 30 days after the completion of the tournament and an invoice is submitted to the organization. Rental fee includes initial field preparation of lining, netting tie-back, and corner flags.

### **Additional Services Fees**

The Parks and Recreation Board reserves the right to assess these fees based upon the Tournament size and needs for a quality event.

1. **Park Cleanup Staff**

2 hour minimum fee will be assessed for cleanup after a Tournament if the facility is not left in a clean and neat condition. This fee will be deducted from the deposit.

2. **Park Rangers**

2 hour minimum, for Park Rangers to be on site during the Tournament. The Parks and Recreation Board reserve the right to assess this fee as needed for the Tournament.

3. **Port-a-Lets**

Should additional restroom facilities be needed to enhance the event, the fee assessed by the rental company will be charged to the Tournament.

4. **Vendors**

Tournaments with vendors selling or promoting goods will be assessed a fee. Placement of Vendors must be pre-approved. Food/drink vendors will not be allowed unless written consent is provided.

5. **Lights**

A fee shall be assessed for the use of lights including game time and field preparation.

6. **Trash**

All trash cans will need to be lined with trash bags and emptied by the Tournament Organization. Larger events may be required to provide a trash dumpster. The fee assessed will be the cost of the dumpster by the rental company.

7. **Curfew Penalty**

All games are to be completed by 11:00pm. Tournament organizations and/or Directors not abiding by this Curfew may be assessed a penalty, may be denied further or future use of facilities, and may have the remainder of the Tournament cancelled.

### **Optional Service Fees**

Tournament fees include the basic preparation of the fields. If additional services are requested, the additional fees will apply.

**1. Staff/Field Maintenance**

Per hour fee, two hour minimum for additional services provided by Maintenance Personnel. Services could include empty trash barrels, additional field maintenance, etc...

**2. Field Lining**

Hourly fee assessed for lining the ball field(s) at the time of field preparation.